**2025 Mission Support and Regional Grant Application Checklist**

* **2023 Financial Accountability** Submitted to the office **(due June 1st, 2024)**[[1]](#footnote-1)
* **Proof of Charitable Status** included with application[[2]](#footnote-2)
* Complete **Section A:** contact and applicant information[[3]](#footnote-3)
* *\*If you are a Pastoral Charge:* Complete **Sections B, C, and D:** Pastoral Charge/Mission Unit Information, Applying Mission Unit/Congregation Only, Ministry Personnel[[4]](#footnote-4)
* Complete **Section E[[5]](#footnote-5):** 
  + Include a copy of your most recent fiscal year’s **audited/reviewed financial statement and the approved budget** for the same period
  + Include a copy of the **proposed budget** for the year the grant is requested
  + Include a copy of your **current and complete financial statement** disclosing all bank balances, financial investments, financial assets and financial liabilities, and a copy of the current approved budget
  + Include any **other sources of income**
  + Complete the pastoral charge or outreach **ministry mission statement and any applicable background information**
* *\*If you are an outreach ministry:* Complete **Section F:** Financial Support History[[6]](#footnote-6)
* Complete **Section G**: Grant Request[[7]](#footnote-7)
* Note the “Sharing Your Story” requirement[[8]](#footnote-8)
* Submit your application with supporting documents to Northern Spirit Regional Council, at [NorthernSpirit@united-church.ca](mailto:NorthernSpirit@united-church.ca), **by September 30**. Indigenous ministries submit to Roxanne Kropf, Indigenous Ministries and Justice, at [RKropf@united-church.ca](mailto:RKropf@united-church.ca).

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1. If you received a 2023 grant: *Pastoral charges receiving grants are to provide their prior year financial statements to the appropriate regional council staff no later than June 1. This submission must include an income statement, a balance sheet, any notes to the financial statement, and details of the nature of an independent third-party review.* | *Outreach ministries/community ministries receiving grants are required to submit a report on their work and issue an audited/independently reviewed financial statement for the year in which grants were received, sending one copy to the appropriate regional council staff by June 1.* (2024 Mission Support and Regional Grant Application, page 1) [↑](#footnote-ref-1)
2. *Applicants must be registered charitable organizations and provide proof of charitable status with applications. (Proof of pending status or written mission agreements are acceptable in certain cases.)* (2024 Mission Support and Regional Grant Application, page 1) [↑](#footnote-ref-2)
3. Page 2 of 2024 Mission Support and Regional Grant Application [↑](#footnote-ref-3)
4. Pages 3-4 of 2024 Mission Support and Regional Grant Application [↑](#footnote-ref-4)
5. Page 4 of 2024 Mission Support and Regional Grant Application [↑](#footnote-ref-5)
6. Page 5 of 2024 Mission Support and Regional Grant Application [↑](#footnote-ref-6)
7. Page 6 of 2024 Mission Support and Regional Grant Application [↑](#footnote-ref-7)
8. Page 6 of 2024 Mission Support and Regional Grant Application [↑](#footnote-ref-8)